

County of Los Angeles - Department of Mental Health

**Countywide Housing, Employment and Education Resource Development
Federal Housing Subsidies Unit**

**HOMELESS SECTION 8
POLICIES AND PROCEDURES**

THE HOUSING AUTHORITY OF THE CITY OF LOS ANGELES (HACLA)

I. Purpose

These policies and procedures have been developed to enable housing liaisons and case managers to assist clients in the completion of applications for the Homeless Section 8 Program administered by the Housing Authority of the City of Los Angeles (HACLA) and to meet all Homeless Section 8 grant requirements.

II. Completion and Submission of Application

- All documents in the application package must not be more than 30 days old on the date the application is submitted to HACLA;
- The client must meet HUD criteria for homelessness throughout the application process. Being “at risk of homelessness” does not suffice;
- The client and each adult household member must submit to and pass a criminal background check;
- The client must identify all family members who will be residing with her/him;
- Include a copy of birth certificates for minors, social security cards for all family members, and a California Driver’s License or California identification for all household members;
- Complete all forms in their entirety. All questions should have a response including “None.” Or “N/A”;
- Applications for Homeless Section 8 must be reviewed for accuracy and completeness by the designated Housing Liaison for your clinic/agency before submission to the Federal Housing Subsidies Unit (FHSU);

- The Housing Liaison indicates the application is correct and complete by signing at the bottom of the Application Coversheet/Checklist;
- Applications will be returned immediately to the clinic/agency if they contain more than five (5) errors or omissions. If there are less than five (5) errors or omissions, applications will be held by the FHSU for two (2) weeks from the initial request for corrections or documentation.

III. Roles and Responsibilities

Housing Liaisons

- Coordinate the Homeless Section 8 activities within their program;
- Provide technical assistance to clinic/agency personnel in the preparation of a housing application;
- Become familiar with all clinic/agency clients housed with a HACLA Homeless Section 8 voucher;
- Collaborate with case managers regarding housing issues;
- Notify the FHSU when a client refuses services, dies or moves out of Homeless Section 8 housing within the first year of lease up;
- Attend housing liaison meetings and trainings.

Case Managers

- Assist the client in completing the housing application;
- Submit the completed application to the clinic/agency Housing Liaison;
- Accompany the client to HACLA for the housing interview;
- Send a copy of the Homeless Section 8 voucher and the signed Lease Agreement to the FHSU;
- Complete the client data forms for the quarterly reports;
- Provide case management services for at least one year after execution of the lease, which includes at least monthly contacts and at least quarterly visits in the client's unit,

- Assist the client with the annual renewal process;
- Provide linkage whenever the individual is transferred to another program to ensure continuity of care and adherence to the contract.

Federal Housing Subsidies Unit

- Provide technical assistance to housing liaisons, housing specialists and case managers;
- Review applications for accuracy and completeness;
- Submit completed applications to the Housing Authority and follow-up regarding the status of the application;
- Notify the case manager, housing liaison or housing specialist when the Homeless Section 8 voucher will be issued;
- Collect data and complete all required reports.